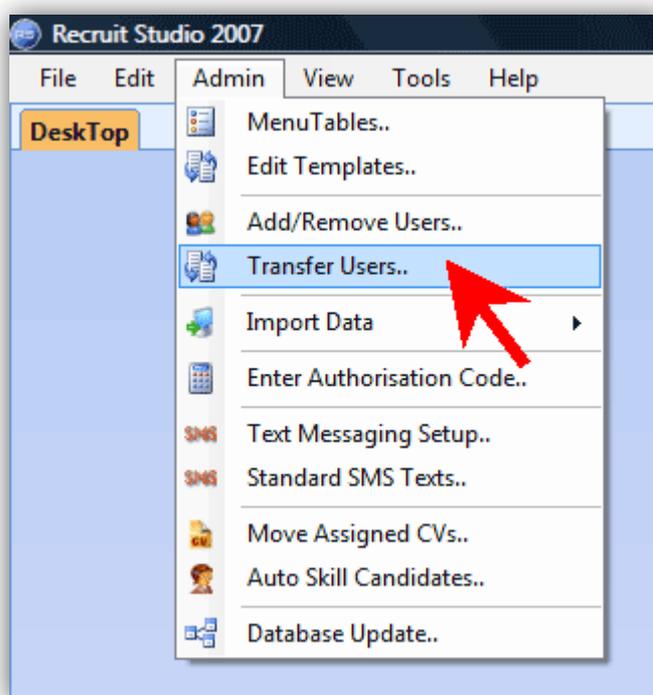


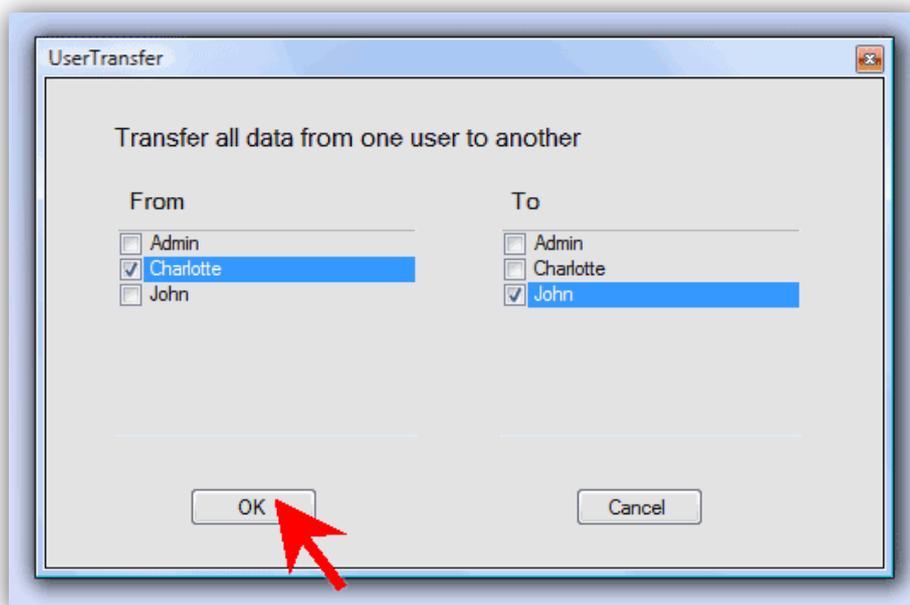
# How do I transfer all of one user's records to another user?

*If a consultant leaves it is useful to be able to transfer all their records to another user. The records will still state who originally created the record.*

1. Log in as Admin.
2. Go to the Admin menu and choose 'Transfer users'.



3. On the left, tick the user you want to transfer the records **from** ... and on the right, tick the user who you want to transfer the records to.



4. Click 'Ok'.

*See also:*

- *How do I move a number of records from one user to another?*